UNITED
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Secretariat

ST/IC/1995/70
19 October 1995

INFORMATION CIRCULAR

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: VIEWING OF VACANCY ANNOUNCEMENTS AT HEADQUARTERS, OFFICES AWAY FROM HEADQUARTERS AND FIELD MISSIONS

1. The present circular is intended to remind staff members of the various places where vacancy announcements are posted, including hard-copy posting at Headquarters and electronic posting world wide.

2. As previously announced in information circular ST/IC/1994/49 of 11 November 1994, vacancy announcements are posted at Headquarters on the bulletin boards located in the lobby of the Secretariat Building (near the cafeteria) and on the 3rd floor in both DC-1 and DC-2 buildings. In addition, the Office of Human Resources Management (OHRM) places all vacancy announcements in the Secretariat electronic mail system (cc:mail). They can be accessed in the bulletin board under the headings INT-VA-P, EXT-VA-P and VA-G and related categories. Vacancy announcements are also electronically transmitted to all offices away from Headquarters and field missions for local posting. Staff should consult the chief administrative officer or chief personnel officer of the office or mission concerned for information regarding vacancy announcement posting.

3. Staff at Headquarters may wish to note that, owing to the restructuring of the Office of Human Resources Management and the anticipated reconfiguration of offices, vacancy announcements will no longer be available for consultation in the OHRM offices on the 25th floor of the Secretariat Building. Staff are therefore advised to consult vacancy announcements at the three bulletin boards mentioned above, or in the cc:mail. Alternatively, staff may consult hard copies of vacancy announcements that are available in room DC-1-200, Monday through Friday.

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